

BISHOP'S LETTER TEMPLATE

(DATE)

Bishop's Office
49 Elm St.
Worcester, MA 01608

Dear Bishop: (DO NOT PUT A NAME)

FIRST PARAGRAPH (3 – 5 sentences about who you are, where you live, your age, grade, interests. Be creative and interesting.)

SECOND PARAGRAPH (3 – 5 sentences about why you are writing this letter. Part of the Confirmation program. An opportunity to write a formal letter and a chance to put into words the culmination of your 11 years of Religious Education. Come up with some ideas of your own.)

THIRD PARAGRAPH (3 – 5 sentences about why you wish to make your Confirmation. What it means to you personally, to your family, and where you intend to go in faith as an adult. Think about living as a disciple of Jesus. What does that mean to you?)

Sincerely,

Your Name typed, but **signed** above

Some common errors to avoid:

- Confirmation **not** Conformation
- Religious Education or Faith Formation **not** CCD
- We **receive** the sacraments we don't **make** them
- St. Denis has one "n" **not** two
- Confirmation is always capitalized, as is Catholic and Christian
- Religious Education or Faith Formation classes, NOT CCD
- Spell out your date (do NOT use MM/DD/YY format)
- Confirmation is a beginning, NOT an ending – it's OK to refer to it as a completion of your formal religious education training, but it is not a final step, or the end of your faith journey.
- Confirmation is NOT a requirement of marriage – please do not use this as a reason for receiving Confirmation.

This should be a well thought out letter with correct spelling and complete sentences and paragraphs. We will read it over and make any necessary corrections. We will give it back to you to correct.

The final, formal letter must be a typed and signed original.

Letters will be returned for correction if this template is not followed.